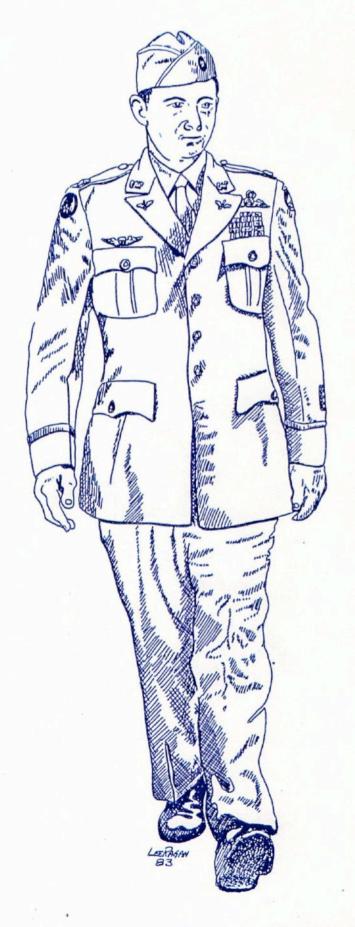
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Volume 2

Number 5

HYSTERICAL NEWSLETTER VOLUME II, NUMBER 5 MAY 1984

EDITORIAL

As all of you well know, I consider myself a goal oriented individual. Last year prior to our Las Vegas meeting we developed a series of goals to guide our activities. We have missed some but we have made more than we missed, hence much was accomplished. On the premise that "success breeds success" I think we should continue our current method of evaluating our progress by formal goal setting and monthly measurement. Since all of us are familiar with the format we use, now is the time for us to start structuring the goals we set at the forthcoming Atlanta meeting. To facilitate this activity attached is a blank goal sheet. Please use it to record those goals which you personally would like to undertake and/or those you feel that the committee should undertake. It is currently anticipated that all incomplete 1983-1984 goals will be rolled into 1984-1985 and be rescheduled accordingly. Please spend some time on this and be prepared to discuss in Atlanta.

Les

ABOUT THE COVER

Major, 1950. This officer wears the light khaki service dress introduced to the Army in 1943. His overseas cap bears the black and gold braid worn by officers during this time period, and a senior member overseas cap device. On his right shoulder is worn the Army Air Forces shoulder patch. It was common in those days for former service men to wear their old military unit's shoulder sleeve insignia on the right shoulder. Collar insignia include the old style CAP cut-outs with periods after each letter. On the lower lapel of his service coat, is worn the all silver wings and prop of a CAP officer. Above his left breast pocket is the Air Force Pilot's badge. His CAP rating of Command Pilot, is worn above his ribbons over the left pocket. Ribbons include both military and Civil Air Patrol. The left shoulder bears the standard CAP national patch of the day which by now has the red and white tab across the top. On his lower left sleeve, are four Army overseas bars indicating that he spent two years overseas during World War Two. commission stripes worn on both lower sleeves are of the same color as the uniform, and the buttons are the first style CAP type in silver.

PUBLISH OR PERISH

One of the really great things about the way our committee is functioning is the ability of its individual members to develop publication projects on their own initiative. To this end we took another giant step ahead on the road of progress with the publication of Lee's Monograph Number 4, Uniform Plates. A monumental task by Lee this Volume contains 13 of his fine uniform drawings along with their descriptions.

In finalizing Lee's monograph, the thought occurred to me that perhaps my earlier position of not providing copies of all monographs to all committee members was in error. Accordingly enclosed is a copy of Lee's as well as my two earlier ones. Don't let this deter the purchase of additional copies from the bookstore as we need to be mutually supportive for previously covered reasons.

RECORDS ACCUMULATION

Someone once said "the first 100 years are the hardest." I won't debate that statement for lack of experience. However, it can't be too much harder than the "first 100 files" represented by the attached "List of Material Prepared for AFHRC and CAP/NA." This has been a real task. What it represents is a list of material which has now been filed, two copies made and bound in the approved manner. The files vary in size from just a few pages to several hundred. Obviously the original file will be placed with AFHRC with a copy being placed at National Headquarters in a locked file cabinet(s) under the control of Mark Marsh. The second copy (3d file) is maintained by me for use in support of my personal research and as a lending copy to others. If you see anything on the list that you need let me know and I will ship it to you. As information, the first 27 items have been placed at Maxwell with plans to place the remainder there as soon as practical after determining that 1942 special orders 1-49 and 1944 1-74 can not be found.

MECHANIZATION PROJECTS

Louisa's monumental undertaking of listing all command and special staff assignments along with appropriate back up material continues to process. Based on a hand count she has already programmed 127 pages of computer output. If you don't think that's a lot of work, try it sometime. As is usual with projects of this nature, support is needed. I therefore direct your attention to the attached "Initial Appointments to Lieutenant Colonel and Colonel in CAP" which she has prepared to solicit your assistance.

As for my own personal efforts, my computer is suffering from a dietary deficiency. In plain english I ain't fed it lately so its not putting anything out.

PLANNING FOR NATIONAL BOARD MEETING

Have heard from all listed on tentative agenda for presentations at the meeting. All plan on attending and making their scheduled presentations so we should have a good seminar. Much as we did last year, committee members will meet informally, external to the seminar to discuss committee business and talk, and talk, and talk.

HISTORIAN SPECIALTY TRACK

Thanks to the hard work of the Senior Training people in general and Clyde Bradley in particular, the study Guide for Historians is in final draft form. In the hope that we can have it in print by the National Board Meeting I am attaching a copy of that draft. Please review it and advise if you see any problems. Lack of contact will be assumed as your concurrence.

GOALS

Kindly see attached Goal Report.

Les May 1984

DISTRIBUTION:
Members NHC
Selected Individuals

STATUS REPORT ON CIVIL AIR PATROL NATIONAL HISTORICAL COMMITTEE GOALS

AS OF: 5/2/84 FOR ITEMS DUE: 6/1/84

	GOAL NR	SPEC. SOL.	OBJ. DATE	ASSIGNED TO	STATUS
ADMINISTRATIVE					
	4 .	2	3/1/84	Hopper	Delayed
	5	2	3/1/84	Hopper	Delayed
	5	3	6/1/84	Region Cmdrs	Will be delayed due to 4/2 & 5/2
	5	4	6/1/84	Wing Cmdrs	đo
	RECORDS ACCUMUL	ATION			
	5	17a-i	utilized for the state of the s	he accomplishment hat any progress l iduals they are re	
J	5	19c	4/1/84	Hopper	In Progress
	5	20b	4/1/84	Hopper	In Progress
	5	21a	1/1/84	Hopper	In Progress
	5	22a	1/1/84	Hopper	In Progress
	7	1	4/1/84	Blascovich	Complete
	ARCHIVES				,
	2	3	4/1/84	Hopper	Delayed by Transportatio
	PUBLICATIONS				,
	2	1	4/1/84	Blascovich	In Progress
	ORAL HISTORY				
	1	6	4/1/84	Hopper	Delayed
	2	5	4/1/84	Hopper	Delayed
	3	1	1/1/84	Hopper	Delayed
J	3	2	4/1/84	Hopper	Delayed
	4	1	1/1/84	Hopper	In Porgress
		•			

STATUS REPORT ON CIVIL AIR PATROL NATIONAL HISTORICAL COMMITTEE GOALS

AS OF: 5/2/84

FOR ITEMS

DUE: 6/1/84

GOAL NR	SPEC. SOL.	OBJ. DATE	ASSIGNED TO	STATUS
PICTORIAL HIS	TORY			
1	2	4/1/84	Hopper	In Progress
2	1	1/1/84	Hopper	In Progress

CAP NATIONAL HISTORICAL COMMITTEE

1984 ~ 1985

GENERAL	PROJECT	AREA		

SPECIFIC GOAL	SPECIFIC SOLUTION	OBJ. DATE	ASSIGNED TO	STATUS	ACTUA COMP. DATE
	,			I.	
•					
					,
		1			

LIST OF MATERIAL PREPARED FOR AFHRC AND CAP/NA

ITEM	270. INDEX NR	DESCRIPTION	PERIOD
1	164	Policy File NR 1	05/21/41 - 12/20/45
2	164	Policy File NR 2	1946 - 1947
3	164	Policy File NR 3	1948 - 1948
4	7122	Training Directives	1942 - 1947
5	7123	Training Memorandum	01/10/42 - 04/18/43
6	7124	Training Circular	10/17/44 - 10/17/44
7	7125	Training Bulletins	08/18/45 - 12/20/46
8	7126	Training Liaison Bulletins	05/15/46 - 09/17/46
9	9012	Communications Directives	12/08/43 - 07/02/44
10	9013	Communications Memorandum	11/22/43 - 10/03/44
11	9014	Communications Bulletins Vol. I	12/16/43 - 11/30/44
12	9014	Communications Bulletins Vol. II	01/16/45
13	9014	Communications Bulletins - 1947	12/01/47
14	9014	Communications Bulletins - 1948	01/15/48 - 09/01/48
15	9014	Communications Bulletins - 1948	09/17/48
		2nd Series	
16	9031	Confidential Letters of Instruction	04/14/42 - 07/22/42
17	313	Operations Directives	02/12/42 - 10/25/44
18	314	Operations Memorandum	02/20/42 - 09/01/44
19	3151	Operations Circulars	02/01/44 - 04/24/44
20	327	Operations Orders	11/30/42 - 03/07/44
21	186	General Memorandum	11/03/42 - 10/31/44
22	193	General Orders	1942 - 1950
23	3152	Coastal Patrol Circulars	1942 - 1943
24	3153	C-LP Circulars	04/07/43 - 10/01/43
25	061	Hysterical News Letters 1983	5/83 - 12/83
26	.171	CAP Bulletins	1942 - 1946
27	057	Flying Minute Men Notes	1941 - 1948
28	7 50	Accident Board Reports	1942 - 1944
29	2871	Duck Club	1942 - 1943
30	.288	Fatalities-Active Duty, CAP	1942 - 1947
31	.288	Fatalities-Active Duty	1942 - 1944
32	.288	Fatalities-Special Study	8/47 - 8/47
33	.2874	Certificates of Belligerency	1942 - 1944
34	3082	Operations Reports	05/08/42 - 11/30/45
35	.8021	Aircraft - Registered Owners	10/20/41 - 11/1/41
36	.8021	List of "A" Classification Acft	02/19/43 - 02/22/43
37	.8021	List of "A" Classification Acft	04/07/43 - 05/04/43
38	.8021	List of "A" Classification Acft	07/07/43 - 09/13/43
39	.8021	List of "A" Classification Acft	10/01/43 - 11/29/43
40	.8021	List of "A" Classification Acft	12/01/43 - 02/14/44
41	.8021	Payment Files-Acft List	1943 - 1945
42	.3083	2d AF Courier - Monthly Reports	11/16/42 - 02/15/44
43	.311	2d AF Courier Svc Oper. Corres.	1943 - 1943
44	.311	2d AF Courier Svc Oper. Corres. 1942	04/03/42 - 01/07/43
45	.311	2d AF Courier Svc Oper. Corres. 1943	12/22/42 - 11/16/43
46	.311	2d AF Courier Svc Oper. Corres. 1944	03/12/43 - 03/10/44
47	.326	2d AF Courier Svc Maps - 1944	1944 - 1944
48	.311	Courier Svc Various Commands	06/01/43 - 03/18/44
49	.311	Courier Svc Sub Depot - 1944	11/25/42 - 04/01/44
50	.311	Courier Svc Surgeon Gen'l - USA	04/27/43 - 08/02/43

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Special Order (OCD), 1942, 50-111
                                                                           05/12/42 - 09/10/4
51
              270.194
                                                                           09/11/42 - 10/07/42
                              Special Order (OCD), 1942, 112-134
52
              270.194
                              Special Order (OCD), 1942, 135-153
                                                                           10/08/42 - 10/29/42
53
              270.194
54
                              Special Order (OCD), 1942, 154-331
                                                                           10/30/42 - 11/27/42
              270.194
55
              270.194
                              Special Order (OCD), 1942, 334-365
                                                                           11/30/42 - 12/31/42
56
                              Special Order (OCD), 1943, 2-46
                                                                           01/02/43 - 02/15/43
              270.194
57
                              Special Order (OCD), 1943, 47-82
              270.194
                                                                           02/16/43 - 03/23/43
58
              270.194
                              Special Order (OCD), 1943, 83-120
                                                                           03/24/43 - 04/30/43
59
                                                                           05/01/43 - 05/03/43
              270.194
                              Special Order (OCD) ,CAP 121-151
60
              270.194
                              Special Order (CAP) ,152-249
                                                                           06/01/43 - 09/06/43
61
              270.194
                              Special Order (CAP),252-365
                                                                           09/09/43 - 12/31/43
62
                              Special Order (CAP) ,1944, 75-130
                                                                           03/15/44 - 05/09/44
              270.194
63
              270.194
                              Special Order (CAP), 32d AAFBU, 1944, 130-263 05/09/44 - 11/28/44
                              Special Order (32d AAFBU), 1944, 235-265
                                                                           08/24/44 - 12/01/44
64
              270.194
65
              270.194
                              Special Order (32d AAFBU), 1944, 266-274
                                                                           12/02/44 - 12/12/44
                                                                           12/13/44 - 12/30/44
66
              270.194
                              Special Order (32d AAFBU), 1944, 275-287
                                                                           01/01/45 - 01/11/45
67
                              Special Order (32d AAFBU), 1945, 1-10
              270.194
                                                                           01/12/45 - 01/22/45
                              Special Order (32d AAFBU), 1945, 11-19
68
              270.194
69
                                                                           01/23/45 - 02/01/45
              270.194
                              Special Order (32d AAFBU), 1945, 20-28
70
                              Special Order (32d AAFBU), 1945, 29-34
                                                                           02/02/45 - 02/09/45
              270.194
                              Special Order (32d AAFBU), 1945, 35-49
                                                                           02/10/45 - 03/01/45
71
              270.194
72
                                                                           03/02/45 - 03/09/45
              270.194
                              Special Order (32d AAFBU), 1945, 50-55
                                                                           03/09/45 - 03/19/45
73
              270.194
                              Special Order (32d AAFBU), 1945, 56-63
                                                                           03/21/45 - 04/03/45
74
              270.194
                              Special Order (32d AAFBU), 1945, 64-74
                              Special Order (32d AAFBU), 1945, 75-81
                                                                           04/04/45 - 04/11/45
75
              270.194
                              Special Order, (32d AAFBU), 1945 82-92
                                                                           04/12/45 - 04/27/47
76
              .194
77
                                                                           08/12/42 - 10/14/4
              .311
                              Courier Svc. - Oper. Corres., 1942
78
              .327
                              Courier Svc. - Org. & Oper. Manual
                                                                               1942 - 1942
79
              .311
                              Courier Svc. - Oper. Corres., 1943
                                                                           09/27/43 - 09/27/43
                                                                           01/06/44 - 04/14/44
80
              .311
                              Courier Svc. - Oper. Corres., 1944
                              Courier Svc. - Oper. Corres., Wing Files
                                                                               1942 - 1942
81
              .311
              .311
82
                              Courier - General Corres., 1944
                                                                               1942 - 1944
83
                                                                           11/27/42 - 01/01/44
              .327
                              Courier Svc. - General
84
              .327
                              Indust. Courier Sta. Auth. File
                                                                           03/23/43 - 11/02/43
                                                                           12/09/42 - 09/07/43
85
              .311
                              Indust. Courier - Oper. Corres.
86
              .311
                                                                               2/43 - 4/43
                              Assorted Vouchers - Oper.
87
              .311
                              Air Service - Sub Depot
                                                                           11/27/42 - 04/19/43
                                                                               1943 - 1944
88
              .371
                              Courier Service - Various Cmds-Summaries
89
                                                                           07/02/42 - 06/09/43
              .311
                              Courier III Fighter Cmd - Flights
90
              .311
                              III Fighter Cmd - Grd Obs. Netw.
                                                                           06/01/43 - 08/02/43
91
              .311
                              Air Svc. Cmd. - Sub Depot, Acft. & Pers.
                                                                           01/16/42 - 11/16/42
92
                                                                           02/19/42 - 07/02/42
              .311
                              Forest Patrol-Oper. Corres. 1942
93
              .311
                                                                           03/30/43 - 07/28/43
                              Forest Patrol-Oper. Corres. 1943
 94
              .311
                              Forest Patrol-Oper. Corres. 1944
                                                                               1944 - 1944
 95
                                                                           11/10/42 - 11/10/42
              .311
                              Tow Target - Oper. Corres. 1942
 96
              .311
                              Tow Target - Oper. Corres. 1943
                                                                           10/14/43 - 12/23/43
 97
              .311
                                                                           01/08/44 - 08/24/44
                              Tow Target - Oper. Corres. 1944
 98
              .311
                              Tow Tarfet - Oper. Corres. 1945
                                                                           01/11/45 - 06/21/45
 99
              .311
                              Liaison Patrol - Oper. Corres. 42-44
                                                                           09/23/42 - 06/15/44
100
              .310
                              Liaison Patrol - Survey
                                                                               9/43 - 9/43
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Initial Appointments to Lieutenant Colonel and Colonel in CAP

Wing Name Dates of Service

The earliest reference to lieutenant colonels in Civil Air Patrol is found the 5 January 1944 Roster, when 26 of the 48 wing commanders were listed as eutenant colonels, the others being majors. Only one of those who had been promoted had less than a year of service as wing commander. Those who were not promoted included three of the original commanders, still in office, six with between twelve and eighteen months service, and the rest with less than a year in office.

An order, dated on or before 5 January 1944, is needed to determine just which wing commanders were the first to be promoted to lieutenant colonel and the exact date of the action.

Initial promotions to colonel are believed to have been made on 1 June 1946. Available records indicate that the following were probably promoted at that time:

First time mentioned as Col.

	•	
AR	Rex Hayes 11 Mar 42 to 9 May 49	3 Sep 46 Roster
CA	Bertrand Rhine 1 Dec 41 to 1 Jan 49	1 Aug 46 PR Newsletter 7, NHQ
FL	Wright Vermilya 1 Dec 41 to 6 Apr 43,	
	then So. Coord., then 31 Mar 46 to 1 Jun 47	3 Sep 46 Roster
IN	Walker Winslow 1 Dec 41 to 13 Apr 49	Promoted 1 Jun 46, per Indiana
		Wing "Sky Patrol"
KS	Howard Wilcox 1 Dec 41 to 15 Sep 47	3 Sep 46 Roster
ME	Guy Gannett 1 Dec 41 to 1 Jun 49	3 Sep 46 Roster
MI	Ray Baker 10 Jul 42 to 25 Sep 46	3 Sep 46 Roster
	John Brown 31 Aug 42 to 20 Nov 48	3 Sep 46 Roster
NY	Stuart Welch 15 Sep 42 to 24 Sep 49	12 Aug 46 PR Newsletter 8, NHQ
NC	Frank Dawson 10 Aug 42 to 10 Nov 46	Promoted at Air Show 18 Jun 46
OH	George Stone 7 Apr 42 to 1 Jun 47	3 Sep 46 Roster
OR	Harry Coffey Coord., then 15 Jul 46 to	
	1 Apr 48	3 Sep 46 Roster
TX	Harold Byrd 1 Dec 41 to 25 May 48	3 Sep 46 Roster
UT	Joseph Bergin 1 Dec 41 to 20 Dec 49	3 Sep 46 Roster

It would appear that most of the original wing commanders and those with more than three and a half years in office as of 1 June 1946 were promoted to colonel. Included were Wright Vermilya (FL) and Harry Coffey (OR), who were either wing commanders or Coordinating Officers for this period. Ralph Earle, a former Coastal Patrol Base Commander and, as of the end of 1945, serving as Eastern Coordinating Officer, may also have been promoted to colonel, but this has not been verified.

A second missing document is an order, probably dated 1 Jun 46, promoting officers to the grade of colonel in CAP.

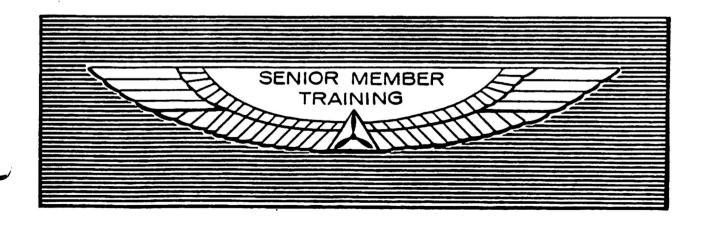
A possible source of this information might be the old personnel files of any of the early high-ranking members of CAP. If either of the referenced documents is found to exist, a copy will be sincerel, appreciated by Col. Louisa S. Morse, CAP, 2507 W. 17th St., Wilmington DE 19806, a member of the Civil Air Patrol Historical Committee, whose current research project is the Corporate hadership of Civil Air Patrol.



Studly Guide

for HISTORIAN





CIVIL AIR PATROL

SENIOR MEMBER TRAINING PROGRAM

SPECIALTY TRACK STUDY GUIDE

HISTORIAN

Foreword

The recording of events is significant. Compilation of facts that tell of events combine to create a history. A comprehensive history is of considerable value for research purposes and to serve as a documentary. Since a history is objective and it describes in an accurate fashion activities that happened, it enables others to use the data for research, planning, and to portray activities or individuals and groups during specified times. Histories not only tell of success, they cover failure and defeat, explain problems encountered and solutions attempted.

The Historian Study Guide is for individuals to use in progressing from the entry level of technician to the intermediate level of senior and to the highest rating of master. The technician level provides the individual with basic information to use in performing duty as a historian at unit level. The senior level prepares the historian to serve as a functional historian and also in an expanded role as an advisor to the commander. The master level provides for a person to advance to the highest level by gaining extensive knowledge of all phases of the historian field. The historian will then be qualified to serve in any historian capacity in the Civil Air Patrol.

HISTORIAN TRAINING GUIDE

TECHNICIAN RATING

- 1. Position Description. (Reference Source: CAP Manual 120-1) Assists the Commander on all historical matters. Implements a historical program to include:
- a. Publication of general and special histories, monographs, studies and similar works.
- b. Publication of material of a general nature to inform the public relative to CAP history.
 - c. Collection and preservation of material of historical significance.
- d. Collection and publication of oral histories of individuals who have made a significant contribution to CAP.
 - e. Attendance at meetings of historical and other learned societies.
- 2. Objectives. To develop an understanding of the basic concepts of the National Historical Program of the Civil Air Patrol. To prepare a person to manage a CAP unit historical program under guidance provided by the National Historian. To prepare a person for entry into the senior level of historian training.
- 3. Functions and Responsibilities.
 - a. Knowledge Requirements:
 - (1) Attain a broad understanding of the historian function.
- (2) Understand CAPR 210-1, Historical Data and Properties Regulation for Civil Air Patrol Historians.
 - (3) Gain a thorough understanding of CAP Manual 120-1.
 - (4) Understand CAPM 20-1, Organization of the Civil Air Patrol.
 - b. Performance Requirements:
 - (1) Complete a six-month internship.
 - (2) Complete Level I, Senior Member Training Program.
- (3) Display ability to perform assigned duties with minimum supervision.

c. Training.

- (1) Historians are encouraged to take correspondence courses from the USAF Extension Course Institute.
- (2) Historians should begin a self-development program that includes general areas of history and creative writing.
- (3) Historians should review existing histories and maintain close contact with other elements of the organization.

HISTORIAN TRAINING GUIDE

SENIOR RATING

- 1. Position Description. Serves as the special assistant to the Commander on historical matters. Implements and monitors a historical program that includes:
- a. Publication of general and special histories, monographs, studies and similar works.
- b. Publication of material of a general nature to inform the public relative to the CAP History.
 - c. Collection and preservation of material of historical signficance.
- d. Collection and publication of oral histories of individuals who have made a significant contribution to CAP.
 - e. Attendance at meetings of historical and other learned societies.
 - f. Supervision of the preparation of the history of the unit.
- 2. Objectives. To teach the CAP Historian the principles and functions of the Civil Air Patrol Historical Program, including policies and procedures. Provide opportunity so the historian develops skills and abilities leading to serving as an advisor to the Commander on matters involving the historical function. Assist the historian to gain expertise in coping with historical problems and communicating authoritatively with members of history elements.
- 3. Functions and Responsibilities.
 - a. Knowledge Requirements.
 - (1) Read any three of the following publications:
- (a) "CAP Uniforms and Insignia, The First Ten Years (1941 1951)" by Colonel Louisa S. Morse, CAP.
- (b) "CAP Uniforms and Insignia, The Second Ten Years (1952 1961)" by Colonel Louisa S. Morse, CAP.
- (c) "CAP Uniforms and Insignia, The Past Twenty-Two Years (1962 1983) by Colonel Louisa S. Morse, CAP.
- (d) CAP Historical Monograph Number 3, "Propwash", by Robert E. Neprud with Foreword by Colonel Lester E. Hopper, CAP.
- (e) "Sank Same", William B. Mellor, Jr., Howell, Soskins Publishers, New York, 1944.

- (f) "Jeeps In The Sky:, Lt Col Andrew Ten Eyck, USAF, Commonwealth Books, Inc., New York, 1946.
- (g) "Minutemen Of The Air", Carroll V. Glines and Gen Gurney, Random House, New York, 1966.
- (h) "Hero Next Door", Frank A. Burnham, Aero Publishers, Inc., Fallbrook, California, 1974.
- (i) "Brave Coward Zack", Zack Mosley, Valkyrie Press, Inc., St. Petersburg, Florida, 1976.
- (j) "This Is Your Civil Air Patrol". C. B. Colby, Coward McCann, Inc., New York, 1958.
- (k) "I Walked With Giants", Gill Robb Wilson, Vantage Press, New York, Washington, Hollywood, 1968.
 - b. Performance Requirements.
 - (1) Serve one year as a historian.
 - (2) Complete technician rating requirements.
 - (3) Complete the "Civil Air Patrol Oral History Self Study Guide".
- (4) Conduct (or assist in conducting) one oral history interview, including final publication.
- (5) Prepare an item of historical information for inclusion in a newspaper, periodical, monograph or special study and be totally familiar with the CAP Oral History Program.
 - (6) Complete Level II, Senior Member Training Program.
 - (7) Be familiar with and apply governing directives.
 - (8) Display ability to perform assigned duties without supervision.
 - c. Training Requirements.
- (1) Historians are encouraged to enroll in courses offered by the USAF Extension Course Institute.
- (2) The historian should remain abreast of current happenings, review histories of other units and maintain close contact with other staff elements of their unit.

HISTORIAN TRAINING GUIDE

MASTER RATING

- 1. <u>Position Description</u>. Assists the Commander on all historical matters. <u>Implements a historical program to include:</u>
- a. Publication of general and special histories, monographs, studies and similar works.
- b. Publication of material of a general nature to inform the public relative to CAP History.
 - c. Collection and preservation of material of historical significance.
- d. Collection and publication of oral histories of individuals who have made a significant contribution to CAP.
 - e. Attendance at meetings of historical and other learned societies.
 - f. Supervision of the preparation of the history of the unit.
- 2. Objectives. To provide historical program support to the Unit Commander, promote Civil Air Patrol programs through historical publications, serve other staff sections as an advisor, perform as the historical coordinator for the unit, stay involved with all matters related to or dealing with the historical program, and provide necessary guidance to other staff sections on historical matters.
- 3. Functions and Responsibilities.

- a. Knowledge Requirements.
 - (1) Be thoroughly familiar with all CAP directives.
- (2) Read any six of the publications listed under paragraph 3a of the Senior Historian Rating requirements. (Note: Future CAP Historical Monographs may be substituted for the listed publications.)
- (3) Read any three non-fiction books relating to the history of the United States Air Force.

b. Performance Requirements.

- (1) Serve at least 2 years in the historical field to earn the master rating and must be knowledgeable of all reas of the CAP Historical Program.
 - (2) Conduct and publish one additional oral history interview.

1:

- (3) Publish at least one article in a newspaper or periodical.
- (4) Publish at least one book, monograph, or special study.
- (5) Direct or assist in the publication of a unit annual history.
- (6) Be capable of interpreting CAP policies and procedures and applying them as necessary in the unit of assignment and subordinate units.
- (7) Maintain proficiency in all aspects of the historical program in order to perform independently.
- (8) Advise and instruct subordinate personnel, both in the practical and theoretical aspects.
- (9) Exhibit flexibility and versatility in overcoming funding deficits within the unit that pertain to the history program.
- (10) Display willingness to perform beyond requirements of the position to achieve higher goals.
 - (11) Complete Level III, Senior Member Training Program.
 - (12) Display ability to perform assigned duties under all conditions.

c. Training Requirements.

- (1) Historians should take advantage of correspondence courses of the USAF Extension Course Institute. Additionally, historians should participate in a self-development program involving history and creative writing.
- (2) In addition to reviewing newly published histories, the historian should review all facets of the unit's operation and maintain currency in the CAP Oral History Program, along with developing historical material for publication.